



6160 Westview Drive
Houston, TX 77055

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JOB DESCRIPTION

POSITION: ASSISTANT PROJECT MANAGER
DEPARTMENT: PROJECT MANAGEMENT
REPORTS TO: DIRECTOR OF PROJECT MANAGEMENT
DATE: JANUARY 2026

JOB SUMMARY

Supports the Project Management team in managing and coordinating awarded projects with an emphasis on proactive coordination, timely delivery, and profitability, while learning GAP processes, products, and documentation standards. The Assistant Project Manager will perform many Project Manager functions with direction and oversight until fully proficient. Manages and organizes project documentation for use by other departments as assigned. Assists the Director of Project Management with oversight of active projects, reporting, and coordination across internal departments to support successful project execution.

ESSENTIAL JOB DUTIES

1. Supports review of initial setup documents with Sales to clearly understand awarded scope of work.
2. Assists with secondary contract review to ensure accuracy with scope of work and project-specific requirements; escalates questions/concerns to the Project Manager.
3. Is responsible for reviewing and updating team members on construction schedules and manufacturers lead times to help ensure scopes of work are sequenced and completed on time.
4. Prepares, submits, and tracks product submittals for client approval under Project Manager guidance; highlights questions/clarifications for our scope and includes lead times.
5. Assists in client communication to discuss and resolve project issues; drafts updates and coordinates next steps with oversight.
6. Assists in generating detailed and accurate proposals for contract changes; learns pricing, scope documentation, and approval workflows.
7. Coordinates with Field Operations for field measurements to ensure accurate and on-time ordering of materials.
8. Supports order release for fabrication after confirming submittal approval, field measurements completion, and clearance of any accounting holds per Project Manager direction.
9. Follows up on the submittal, change order, field measurement, material ordering/tracking, installation, and project closeout processes; maintains logs and status updates for the Project Manager.



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10. Provides detailed documentation, consistent organization, and proactive communication with vendors, clients, and GAP team members throughout the life of projects.
11. Answers and returns calls, emails, and other correspondence in a timely manner; routes items appropriately and flags urgent issues.
12. Participates in weekly internal project meetings to discuss status and pulse of active projects; prepares updates, meeting notes, and action items assigned.
13. Visits jobsites and attends onsite project meetings as required, typically alongside the Project Manager or under direction.
14. Works with Field Operations to quickly resolve issues in the field; documents issues, coordinates responses, and tracks completion.
15. Collaborates with Field Operations and Accounting to proactively manage project budgets/profitability, change orders, and monthly progress billings; prepares backup documentation as needed.
16. Supports the Director of Project Management by assisting with ongoing project oversight, including maintaining status reporting, tracking action items, and coordinating across departments to help drive timely completion of project deliverables.
17. Supports other departments: Sales, Field Operations, and Accounting when necessary.
18. Additional duties assigned as required to support overall company goals and objectives.

EXPECTATIONS OF POSITION

1. Maintain and project a positive attitude.
2. Effectively manage and prioritize multiple scopes of work on multiple projects simultaneously with guidance as needed.
3. Define and use appropriate form of communication (face-to-face, phone, text, email) to accomplish tasks.
4. Effectively communicate with clients, understand their expectations, and convey our expectations with oversight as appropriate.
5. Take initiative in coordinating and ensuring tasks are completed promptly.
6. Maintain an attention to detail to ensure accuracy and quality.
7. Committed to both personal and professional improvement, coachable and open to feedback.
8. Resolve conflict in a professional and direct manner.
9. Add value with growing expertise and product knowledge.
10. Ability to recognize and solve complex problems; ask the right questions and propose solutions.
11. Ability to learn and develop technical knowledge of all company products is critical to success in this position.
12. Demonstrates increasing independence over time and progression toward full Project Manager responsibilities.



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COMPANY-WIDE EXPECTATIONS

1. **Respect:** Approach clients and colleagues with kindness, actively listening to their perspectives.
2. **Integrity:** Always uphold honesty and transparency, ensuring that your actions align with your words.
3. **Quality:** Prioritize excellence by paying meticulous attention to detail in all your endeavors.
4. **Responsiveness:** Meet deadlines consistently, while keeping both clients and team members informed of progress.
5. **Impact:** Recognize how your actions, or lack thereof, influence the progress of others.
6. **Results-Oriented:** Proactively identify issues and offer solutions to drive the achievement of your objectives.
7. **Continuous Improvement:** Commit to perpetual learning and skill development.
8. **Empowerment:** Provide employees the confidence and initiative to lead and innovate effectively.
9. **Accountability:** Hold yourself responsible for the outcomes of your decisions.
10. **Coachability:** Actively seek and apply feedback to enhance both personal and professional growth.

EXPERIENCE REQUIRED / PREFERRED

1. Construction / Architectural Products Experience: Preferred (commercial construction a plus), not required.
2. Construction Plan and Specification Reading: Preferred; willingness to learn required.
3. Knowledge of ADA and Building Code is a plus.
4. Proficiency with Microsoft Office (Excel, Outlook) and ability to learn project documentation systems.

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

Equal Employment Opportunity has been and continues to be a fundamental principle. It is the company's policy that opportunities be available to all person regardless of race, sex, age, color, religion, national origin, disability, citizen status, or any other category protected under local, state, or federal law. This policy applies to employees and applicants and to all phases of employment including hiring, promotion, demotion, treatment during employment, rates of pay or other forms of compensation and termination of employment.